

**SC Board of Engineers and Surveyors
Guidelines for Reporting Experience
On Professional Engineer Applications**

One of the areas of greatest inconsistency in applications to the Board for licensure is the description of qualifying experience. The following guidelines should help applicants provide appropriate documentation to enable an expedited review and are provided as a supplement to the statutes and regulations.

1. All periods of time following graduation from an approved engineering program must be accounted for.
2. **Descriptions of work performed must be in sufficient detail to enable the reviewer to evaluate the nature and complexity of the engineering work performed. Generic statements such as “Prepared design documents and specifications” are not sufficient. Documentation should include a description of specific and significant representative projects and specific engineering decisions or actions taken by the applicant in completion of those projects. Documentation should also include all significant programs used in design, and any significant standards for design.**
3. Use of the same description of work experience for multiple periods of time is not acceptable.
4. Where no engineering work was performed during a specific period of time, the applicant should so state and sign the sheet verifying what he/she did during that period. Example: “unemployed” or “worked at Wal-Mart.”
5. Since qualifying work for approval to take the PE exam requires supervision by a licensed engineer, the person verifying the experience should be licensed and should so indicate on the verification form. For applications for licensure by comity, the person verifying the experience should preferably be licensed, but could also be someone who was closely involved in the work and can verify that the description of the work is accurate. An example would be a contractor, owner, or governmental agency.
6. Work experience gained outside of the U.S. must have been performed under the supervision of a PE licensed in the U.S. in order to be considered.
7. For periods of time where the applicant is unable to find someone who can verify the experience, the applicant should state on the form that he/she has made a good faith effort to find someone who could verify the work and personally sign the experience verification form for that period of time. This situation sometimes occurs when many years have passed and prior employers are out of business or are deceased. The documentation of work performed during the period should be as detailed as for other periods of time. Please refer to Regulation 49-200(B)(2)(a): “The applicant should have meaningful design experience under the supervision of a registered professional engineer in designing components or processes that meet a public need. This experience should include exposure to the formation of design problem statements and specifications, consideration of alternative solutions, feasibility considerations, analytical calculations and detailed systems descriptions. If the experience was not gained under the direct supervision of a registered professional engineer, then the indirect supervision should be explained with clarification of the degree of supervision received.” Please also refer to Regulation 49-200(B)(3)(b): “Experience must be gained by working under the supervision of a legally practicing engineer or on engineering assignments which exhibit an increasing standard of assigned responsibility.
8. Where possible, verification of experience should **not** be by individuals who are related to the applicant, who are subordinate to the applicant in their current organization, or who have other alliances that could compromise the individual’s independence as an evaluator. Verification by a clerical or administrative person who works for the applicant is not acceptable.